



CITY OF HOUSTON

Job Posting

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2	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
3	<div><div>Job Classification</div><div>INSPECTOR TRAINEE (Multiple Positions)</div></div>
4	<div><div>Posting Number</div><div>PN# 110752</div></div>
5	<div><div>Department</div><div>Public Works & Engineering</div></div>
6	<div><div>Division</div><div>Engineering and Construction Division</div></div>
7	<div><div>Section</div><div>Construction Branch</div></div>
8	<div><div>Reporting Location</div><div>611 Walker *</div></div> <div><div>Workdays & Hours</div><div>M - F, 7 a.m. – 4 p.m.*</div></div> <div>*Subject to change</div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Performs routine field, clerical and administrative support to enforce required construction specifications and codes. Inspects materials, methods and workmanship on construction projects such as curbs, sidewalks, sewers and water distribution systems, municipal facilities, parts, etc. in order to ensure compliance with design specifications and contract obligations. Monitors payment application and permits. Maintains insurance coverage. Conducts a variety of inspections (i.e. site, hole, field, etc.). Conducts and reviews survey results. Conducts investigations. Interfaces with legal system in providing data and testimony on violations. Must be able to communicate effectively, both orally and in writing, and to deal tactfully with clients, contractors and public. Performs other general office activities as required.</div></div>
10	<div><div>WORKING CONDITIONS</div><div>This position routinely requires lifting of moderately heavy items (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. May be required to work outdoors year round in all kinds of weather conditions.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Requires high school diploma/GED. Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade, which might normally be acquired through up to 18 months or education, or training beyond the high school level.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>Six (6) months of construction related experience is required.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>Must have a valid Texas Motor Vehicle Operator's License and meet the requirements of the City of Houston's policy on driving (AP 2-2).</div></div>
14	<div><div>PREFERENCES</div><div>Ability to interpret construction plans and good knowledge of construction materials, procedures and quality control.</div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div><div>However, the Department may administer a skill assessment evaluation.</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><div><input checked="" type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug</div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:</div><div><div>Salary Range - Pay Grade 12</div><div>\$861.00 - \$1,118 Biweekly - \$22,386 - \$ 29,068 Annually</div></div></div>
18	<div><div>OPENING DATE</div><div>May 31, 2006</div></div>
19	<div><div>CLOSING DATE</div><div>Open Until Filled</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0951. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided</div></div> <div>An equal opportunity employer</div>